



CITY of LAS VEGAS

Department of Human Resources

REVISED

OPEN (Job Code Ø8797211ØØ)

COMMUNICATIONS & SECURITY SYSTEMS SUPERVISOR

APPROXIMATE MONTHLY STARTING SALARY: \$5,457

OPENING DATE: October 29, 2008 at 8 a.m.

FILING DEADLINE EXTENDED: December 1, 2008 at 4:30 p.m.

LAS VEGAS CITY
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DIRECTOR OF
HUMAN RESOURCES
F. CLAUDETTE ENUS

(Please attach a copy of any required license(s), certificate(s) and/or degree to your application)

For a college or university degree earned outside of the United States please attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

We are currently recruiting for the position of Communications & Security Systems Supervisor. The purpose of this recruitment effort is to establish an eligible list for future job openings. **INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.**

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Associate degree from an accredited college or university with a major in communications, criminal justice, business management or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree. Five years experience in public safety communications or dispatch, or security and surveillance, or a field related to the essential functions. Must include three years in a lead or supervisory capacity.

LICENSE AND CERTIFICATE: Possession of a Communications Center Supervisor certification from the Association of Public Safety Communications Officials within six months of the date of appointment. Must attend training and pass test required for access to the FBI National Crime Information Center within six months of the date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

DETENTION & ENFORCEMENT EXAMINATION PROCEDURES: A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas. **CURRENT** city of Las Vegas application forms must be obtained between 8 a.m. and 5 p.m., Monday through Friday on the Second Floor of City Hall, 400 Stewart Avenue or you can download an application from our website, www.lasvegasnevada.gov. All complete **CURRENT** applications received by the filing deadline will be reviewed. *Those applicants meeting the requirements will be invited to participate in the written test, weighted 100% for placement on an eligible list. Final candidate selection will include list placement, may include hiring interview (if applicable) and complete background check. If you are in a reachable group on the list, you may be contacted for an interview and background review. The latter includes a computer check of criminal history and motor vehicle files of every state in which you have resided, and submission to a test utilizing a truth verification device, such as a VSA (voice stress analyzer) or a polygraph. A percentage of candidates will then be scheduled for a suitability assessment and physical examination. Sensitive and/or confidential aspects of your personal life will be explored during these phases of the process.*

SELECTION PROCESS: Final candidate selection will include list placement and may include hiring interview (if applicable). "Any individual offered employment will be required to pass a pre-employment hair drug test, complete background check, **and may be required to demonstrate the ability to perform the physical requirements of the job.**" Some positions may require preliminary background checks.

PLEASE SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Communications & Security Systems Supervisor
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Duties may include, but are not limited to the following:

ESSENTIAL FUNCTIONS: Supervise all staff, services and activities of the detention control center and departmental communications through subordinate supervisors, including: access to the detention facility; receipt of calls regarding detention services, animal control, parking enforcement and marshal services; contact with on-duty field employees; and a variety of inmate record-keeping and coordination. Act as the administrator for the city-wide electronic and computerized door access system; train other department personnel as terminal operator; serve as the point of contact for matters related to installation, maintenance and programming of access system; serve as the department representative to various committees. Supervise the staff and daily operation of city key shop including inventory and key control. Supervise the staff and daily operation of security camera systems throughout the detention center and city properties. Manage and participate in the development and implementation of goals, objectives, policies and procedures; establish unit operational priorities and identify resource needs. Direct, coordinate and review the work plans for all shifts; assign work projects; and evaluate methods to improve operational efficiency. Plan, direct, coordinate and review the unit business plan for workload distribution, training, policy and procedure effectiveness and professional standards compliance. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and implement changes as required. Participate in the selection and motivation of assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; participate with subordinate supervisors to prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development. Identify, research, and recommend technology and other opportunities for improving public service methods and procedures and implement approved improvements. Oversee and participate in the development and administration of departmental training programs; forecast funding needs for staffing, equipment, materials and supplies; prepare budget packages and approve expenditures. Provide technical assistance and administrative support to the Deputy Detention and Enforcement Directors and Director, Detention and Enforcement. Provide direction to staff by making major decisions in emergency situations. Coordinate and conduct internal investigations of citizen, officer and staff complaints as assigned. Serve as a liaison with other city departments, divisions, and outside agencies for training, instruction, assistance, strategic planning, special event coordinating, and emergency preparedness response and recovery. Participate in conferences, workshops and professional training related to law enforcement; serve as the department's technical resource for all communications related aspects. Assist in the development of new hire and in-service training programs and instruct courses as required. Prepare and present staff reports and other necessary correspondence to department and city management. Work with other agencies on collaborative projects. Conduct a variety of organizational and operational studies; recommend modifications to programs, policies and procedures as appropriate. Attend and participate in professional group meetings; stay abreast of trends and innovations in the communications, security and enforcement fields.

You will be evaluated on your:

Knowledge of: Operational characteristics, services and activities of modern technical communications, physical security, and law enforcement operations. Modern and complex principles of management, supervision, training and performance and equipment evaluation. Principles and practices of law enforcement field operations, physical security and detention operations. Principles of municipal budget preparation and assessment. Pertinent local, state and federal laws, ordinances and operating procedures. Modern office procedures, methods and computer equipment. Technical and administrative aspects of communications, equipment, research, training and implementation. Principles and techniques of direct-contact public relations.

Ability to: Learn various software applicable to area of responsibility. Set and adjust priorities in a rapidly changing environment. Plan, organize and prioritize assignments. Manage multiple assignments. Use initiative and independent judgment within established guidelines. Interpret, apply, explain and enforce city and department policies and procedures. Analyze problems, identify alternative solutions, project consequences of proposed actions, and recommend best options and implement approved solution in support of goals. Demonstrate keen powers of observation, judgment, sound decision making and memory. Meet critical deadlines. Provide excellent customer service to the public, all levels of city employees, employees of other law enforcement agencies, and elected officials. Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences. Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Maintain effective audio-visual discrimination and perception needed for: making observations; communicating with others; reading and writing; and operating assigned equipment. Maintain mental capacity which allows the capability of: making sound decisions; effective interaction and communication with others; and demonstrating intellectual capabilities. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time; and operating assigned equipment.

You will be notified of your placement on the eligible list after the examination process is completed. The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. **To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at (702) 229-6315.**